



Classification: Division Assistant Director (MIAC)

Title Code: V07901

Pay Range: 30

POSITION SUMMARY: This is a highly responsible administrative position. The position performs administrative work assisting in the implementation and management of a statewide criminal intelligence network. This position is also responsible for overseeing the Missouri Statewide Police Intelligence Network (MoSPIN) database as well as the tactical and strategic functions of the state fusion center. Work is performed independently under the general supervision of the division director.

DESCRIPTION OF DUTIES PERFORMED (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Supervises the criminal analysis personnel (tactical and strategic sections), which includes: interviewing prospective employees; providing and/or recommending training; coordinating, scheduling and assigning work product; establishing performance measures, goals, objectives and priorities; evaluating work performance; providing feedback, direction and guidance; keeping personnel abreast of new or revised information; answering questions; and recommending and/or implementing personnel actions.

Performs a variety of administrative duties (e.g., approves employee time records, leave and schedule changes, expense reports and conducts employee performance evaluations, serves on committees as assigned and handles personnel issues and problems associated with assigned staff).

Creates, prepares, reviews and/or approves various intelligence and administrative documents (e.g., weekly/monthly reports, requisitions, articles for publication, bulletins, training material, memos, letters, gang identification cards, etc.) to disseminate information and to ensure the required information is accurate and in compliance with the established standards.

Prepares and distributes comprehensive reports covering High Intensity Drug Trafficking Areas (HIDTA) and Regional Information Sharing Systems (RISS).

Provides support to the Director of MIAC in general management, attends meetings, participates in conference calls, corresponds via email, verifies and approves outgoing MIAC information.

Ensures quality control of records on statewide and national level; schedules audits to ensure accuracy and integrity of records; contacts criminal justice agencies regarding sensitive information.

Prepares and presents oral and written briefings to Department of Public Safety, the Patrol, and other law enforcement agencies on the results of criminal intelligence analyses.

Acts as a liaison to other state, local, and federal partners in support of criminal investigations to provide analytical assistance, collect and/or disseminate intelligence data, and share resource sources. This includes but not limited to Federal Bureau of Investigation (FBI), Drug Enforcement Administration (DEA), United States Immigration and Customs Enforcement (ICE), High Intensity Drug Trafficking Areas (HIDTA), and Mid-States Organized Crime Information Center (MOCIC).

Act as a liaison between Department of Natural Resources (DNR), State Emergency Management Agency (SEMA), and Department of Health when the division is answering after hour calls for the respective agencies. Also, ensure the monitoring of the Ameren UE Callaway Nuclear Power Plant Emergency Notification System after normal business hours.

Serves as the administrator to all of the databases utilized within the division and for the MIACX website.

Assesses intelligence information requirements or needs in order to recommend, plan prioritize and implement collection plans, targets or case strategies.

Provides MIAC/MoSPIN training to law enforcement personnel.

Assists in the development, review and adherence to the Privacy Policy, MoSPIN Privacy Policy, division policy, and various other required documents of the MIAC to ensure compliance with the approved Department of Homeland Security (DHS) Baseline Capabilities for Fusion Centers.

Assists with the development, implementation, and review of the division's budget, to include research and preparing documentation necessary to secure federal grants.

Performs job-related travel as needed.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Extensive knowledge in 28 CFR Part 23 as it pertains to criminal intelligence databases and covers civil liberty and privacy policies, regulations, and other laws.

Knowledge of MoSPIN and National Virtual Pointer System (NVPS) databases.

Knowledge of the MIACX website.

Knowledge of the Homeland Security Intelligence Network, State and Local (HSIN/SLIC).

Knowledge of National Incident Management System (NIMS).

Knowledge of Lotus Notes applications and development.

Knowledge of all major software systems utilized in the MIAC.

Knowledge of the concepts, characteristics, and capabilities of MIAC computer related operations, databases, and equipment.

Working knowledge of the principles and practices of administration and effective supervision.

Ability to use the Missouri Uniform Law Enforcement System (MULES).

Ability to understand RISSGate Software and Secure Socket Layer (SSL) processes.

Ability to comprehend, analyze, and research problems of a complex nature and make decisions to facilitate problem resolution.

Ability to organize and plan work effectively.

Ability to report for work with short notice.

Ability to multitask effectively.

Ability to plan, assign, direct, and train subordinates.

Ability to prepare reports and documentation as needed.

Ability to communicate effectively.

Ability to establish and maintain effective working relationships a variety of individuals within and outside the organization.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Bachelors Degree in criminal justice, or a related field, and three years experience with a criminal justice, military or government intelligence agency or criminal intelligence network organization, or in a business, financial, or academic environment, compiling data, analyzing findings and writing reports that indicate relationships between various parties.

Preference may be given to those possessing supervisory experience.

NECESSARY SPECIAL REQUIREMENTS: Must be able to obtain and maintain Secret Security Clearance.

Ability to pass a comprehensive background check necessary to have access to criminal intelligence and other information in the Missouri Information Analysis Center.

Must successfully complete MULES training within the first six months of appointment or as soon as scheduling permits, as well as yearly re-certification.

Must be a resident of Missouri at the time of appointment.

FLSA STATUS: Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.